

**Instructions for TDH Contractors :Completing Self-Evaluation Checklists and
Questions for CORE Tool Review Criteria 1 through 4**

Please complete the following checklists and questions below, then have your agency's President or Executive Director sign and date the bottom of each checklist to affirm the information provided is true and correct to the best of his or her knowledge. These checklists must be completed before your on-site evaluation. The QAMD review team will obtain two copies of each checklist during the on-site review, and forward one of these copies to the Office of the Ombudsman at TDH for review.

1: Complete the **Self-Evaluation Checklist for Non-Discrimination Policies and Procedures** by checking Yes or No in response to each item on the checklist. Use the Comments column to list any problem areas identified or to provide explanatory notes that you think may need to accompany an answer.

2: Complete the **Self-Evaluation Checklist for Limited English Proficiency (LEP) Policies and Procedures** by checking Yes or No in response to each item on the checklist. Use the Comments column to list any problem areas identified during your evaluation, or to provide explanatory notes that you think may need to accompany an answer.

3: Complete the **Self-Evaluation Checklist for ADA/Section 504 Policies and Procedures** by checking Yes or No in response to each item on the checklist. Use the Comments column to list any problem areas identified during your evaluation, or to provide explanatory notes that you think may need to accompany an answer. Complete the **ADA Checklist for Readily Achievable Barrier Removal** by checking Yes or No in response to each item in this checklist. This checklist also identifies the applicable ADA Accessibility Guideline (ADAAG) Standards, as well as possible solutions for addressing any No responses that may be identified during the completion of this checklist. A separate **ADA Checklist for Readily Achievable Barrier Removal** will need to be completed once for each of the agency's facilities; additional copies of the checklist may be obtained from the following web-site: <http://www.usdoj.gov/crt/ada/checkweb.htm>. The address of each facility evaluated should be recorded on the coversheet of the **ADA Checklist for Readily Achievable Barrier Removal**.

4: Answer the following questions and have your written responses, along with the completed checklists, available for your designated TDH QA monitor to obtain during your onsite monitoring visit.

- a. What, if any, problem areas were identified by your agency in completing each of the three (3) self-evaluation checklists?
- b. What corrective actions have been taken by the agency to address any problem areas identified?
- c. If no corrective action has been taken yet, what are the proposed solutions and projected dates of completion for addressing any problem areas identified by the agency?

Questions? If you have questions about how to complete any of the checklists, need technical assistance in addressing any problem areas identified during the self-evaluation process, or need posters or additional copies of checklists, please contact the Texas Department of Health, Office of the Ombudsman at (512) 458-7627 (voice), 1-888-388-6332 (toll free), or 1-877-432-7232 (TDD).